

Table 1.0 Key actions required to complete Fort Eustis EMS implementation.








EMS Element ISO 14001	Key Actions To Complete <i>Fort Eustis Must:</i>	Summary Evaluation
Commitment and Policy (4.1 & 4.2)	<ul style="list-style-type: none"> ✓ <i>Develop, document, implement and maintain an environmental policy that conforms with ISO 14001 by 30 Sep 03</i> ☒ Communicate policy to all employees (distributed, posted, and displayed in offices/web) ✓ Make policy available to the public (DPW-ENRD web site) 	
Planning (4.3)	<ul style="list-style-type: none"> ✓ <i>Complete self assessment by 30 Mar 04</i> ✓ Establish and maintain procedures to identify the environmental aspects of activities, products or services (documented in Fort Eustis EMS Manual) ✓ Identify aspects and impacts, <ul style="list-style-type: none"> ✓ Held 1.5 day activities/aspects workshop-Jan 04 ✓ Held 1 day aspects/impacts workshop-Feb 04 ☒ Establish procedures to identify and maintain access to legal and other documentation relevant to the EMS ☒ Establish objectives and targets based on identified aspects and impacts, <ul style="list-style-type: none"> ○ Goal setting workshop 1.5 days ☒ Develop environmental management programs (EMP) to achieve established objectives and targets <ul style="list-style-type: none"> ○ Create cross functional teams to develop EMP – Several teams of approximately 5-6 members meeting bi-weekly for period of up to 6 months-requires on-going commitment of staff from installation activities 	
Implementation and Operation (4.4)	<ul style="list-style-type: none"> ☒ <i>Develop EMS implementation plan and have it signed by CDR-due 30 Sept 04</i> ☒ Designate a specific management representative for EMS and define roles, responsibilities or authorities for EMS implementation, <ul style="list-style-type: none"> ○ Appointment needs to be made in writing 	Section continued on next page
<div style="display: flex; justify-content: space-around; align-items: center;"> <div> Full Conformance</div> <div> Substantial Conformance</div> <div> Partial Conformance</div> <div> Nominal Conformance</div> <div> Non-Conformance</div> </div> <p style="text-align: center;">☒ indicates areas of non-conformance with the ISO 14001 standard <i>Italicized print indicates ARMY EMS requirement</i></p>		

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Implementation and Operation (4.4) continued	<ul style="list-style-type: none"> ✓ <i>Establish and maintain procedures to make employees or members (at each relevant function and level) aware of EMS-due 30 Mar 05 (Web based training and semi-annual Advanced Environmental Management Training):</i> <ul style="list-style-type: none"> ○ The importance of conformance with the environmental policy and procedures and with the requirements of the EMS ○ The significant environmental impacts, actual or potential, of their work activities and the benefits of improved personal performance ○ Their roles and responsibilities in achieving conformance with the environmental policy and procedures and with the requirements of the EMS, including emergency preparedness and response requirements; and ○ The potential consequences of departure from specified operating procedures. ✓ Competency based training (Note: Process owners may perform jobs IAW SOPs etc but may not understand the env aspects and impacts) ☒ Develop internal communication procedures and procedures for receiving, documenting responding to external communication ☒ Develop procedures for document and operational controls and document the EMS when developed ☒ Identify those operations and activities that are associated with the identified significant environmental aspects ☒ Plan activities, including maintenance, to ensure they are carried out under specified conditions by: <ul style="list-style-type: none"> ○ Establish and maintain documented procedures to cover situations where their absence could lead to deviations from the environmental policy, objectives and targets, ○ Stipulate operating criteria in the procedures, ○ Establish and maintain procedures related to the identifiable significant environmental aspects of goods and services used by the organization and communicate relevant procedures and requirements to suppliers and contractors. 	
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Checking and Corrective Action (4.5)	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Establish, maintain and document procedures for monitoring and measuring, on a regular basis, the key characteristics of operations and activities that can have a significant impact on the environment. <input checked="" type="checkbox"/> Record information to track performance, relevant operational controls and conformance with the objectives and targets <input checked="" type="checkbox"/> Ensure monitoring equipment is calibrated and maintained <input checked="" type="checkbox"/> Retain records of the process for equipment calibration ✓ Document procedures for periodically evaluating compliance with relevant environmental legislation and regulations (EPAS and IAP) <input checked="" type="checkbox"/> Establish and maintain procedures for defining responsibility and authority for handling and investigating nonconformance (to the ISO standard) <input checked="" type="checkbox"/> Establish and maintain procedures for action to mitigate impacts caused by nonconformance <input checked="" type="checkbox"/> Establish and maintain procedures for initiating and completing corrective and preventative action <input checked="" type="checkbox"/> Implement and record any changes in documented procedures as a result of corrective and preventative actions (not actionable unless required) <input checked="" type="checkbox"/> Develop and implement procedures for identification, maintenance and disposition of environmental records including: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Training records <input checked="" type="checkbox"/> Results of audits and reviews ✓ Ensure records are legible, identifiable and traceable to the activity, product or service involved <input checked="" type="checkbox"/> Ensure records are stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss <input checked="" type="checkbox"/> Establish and document record retention times 	<p style="text-align: center;">Section continued on next page</p>
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Checking and Corrective Action (4.5) continued	<ul style="list-style-type: none"> ✓ Establish and maintain a program and procedures for periodic environmental management system audits to be carried out, in order to determine whether or not the EMS (IAPs): <ul style="list-style-type: none"> ○ Conforms to planned arrangements for environmental management including the ISO standards, and ○ Has been properly implemented and maintained, and ✓ Provide information on the results of audits to management (IAP) 	
Management Review (Continuous Improvement) 4.6	<ul style="list-style-type: none"> ✓ Develop and implement <i>procedures</i> for top management review of the EMS to ensure its continuing suitability, adequacy and effectiveness <ul style="list-style-type: none"> ○ Held first EQCC on EMS implementation- Feb 2003 ○ Held second EQCC (new command) on EMS implementation – Dec 2003 ○ Virtual EQCC meeting in development- Apr 2004 ✓ Ensure the necessary information is collected to allow management to carry out the evaluation ✓ Document the review ✓ Address the possible need for changes to policy ☒ Address the possible need for changes to objectives and other elements of the EMS 	
Overall System Evaluation <ul style="list-style-type: none"> ○ <i>30 Dec 05 – EO 13148 - EMS Implementation Deadline</i> <ul style="list-style-type: none"> ○ <i>Requires policy, objectives, targets, training, corrective actions and management review in place</i> 		
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